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DRAFT 4 January 1951

ADMINISTRATIVE INSTRUCTION  
NUMBER

SUBJECT: Procedures for effecting requirements of Section 5.4,  
Confidential Funds Regulations

1. Confidential Funds Regulations have been amended to extend the provisions of Section 5.4 to all categories of CIA personnel who are paid from confidential funds. The Personnel Director has been delegated the responsibility for making final decision as to whether the individual concerned is to be carried in a "missing" status as defined in the Missing Persons Act of 1942 or officially determined to be dead. The following procedures are established for reporting necessary facts in each case to the Personnel Director.

2. The field station exercising primary responsibility over the person missing shall submit as soon as possible a complete and detailed report of the surrounding circumstances, including the following:

- a. Details as to when and where the person was last seen;
- b. Statements of witnesses;
- c. Ability of person to sustain life under adverse circumstances;
- d. Extent of search and results thereof;
- e. Any other pertinent information; and
- f. Recommendation of the station chief as to whether the person should be declared missing or dead.

3. Upon receipt of the above information, the Personnel Director will review the case and determine whether additional investigation shall be performed or the information presented is adequate to warrant a decision without further checking. In the event further investigation is desired by the Personnel Director, he will appoint a member of his staff to conduct such investigation in cooperation with appropriate operating officials.

4. At intervals indicated by the facts in each case, follow-up will be performed by the Personnel Director's staff. Any new information so obtained will be brought to his attention for consideration.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Assistant to the Deputy Director for Administration

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